

Chelan Douglas Health District  
200 Valley Mall Parkway  
East Wenatchee, WA 98802  
509-886-6400

**Job Description**

Job Title: Clerk-Typist III

☐ Exempt ☒ Non-Exempt

Supervisor: Office Coordinator

Salary: Range: \$2,232.87 - \$2,849.77

Required to become a member of the local collective bargaining unit.

**GENERAL:**

Schedules, organizes, and performs assigned correspondence, reports and statistical typing, and other clerical duties. Exercises specialized knowledge and independent judgment in conducting written communications and other clerical functions.

Perform a wide range of clerical support activities for personal health services. Provides clerical and reception services to contribute to the smooth department operation.

**DISTINGUISHING CHARACTERISTICS:**

Assignments are usually oriented toward composition of explanatory correspondence and assistance in preparation of reports and newsletters. Incumbents are expected to be responsible for the flow and completion of assigned work within general guidelines, and to ask for assistance and help when needed. Supervision usually consists of statements of desired objectives, discussion of unusual problems, and general review of results achieved. This position reports to Office Coordinator who reviews work for accuracy and conformance to established practices and procedures.

Individuals assigned to this position are expected to apply above average clerical skills to recurring work situations.

**TYPICAL WORK:**

From draft or machine dictation, formats, keyboards, edits, proofreads, finalizes and stores correspondence, technical forms and reports.

Compiles and completes recurrent technical and statistical reports requiring specialized clerical knowledge as well as judgment in selection and treatment of data and in manner of presentation.

Handles confidential information for program managers as requested.

Creates, maintains and provides data entry for database programs.

Respond to inquiries by explaining procedures and policies. Provide switchboard coverage; assisting callers in locating appropriate departments or individuals. Provide information to the public regarding services, programs, and referrals.

Assists in the orientation of new employees.

Reception desk duties which include scheduling appointments, checking patients in, processing necessary forms, receive payment for services and issue receipts, etc.

File and recover alphabetized material and other material according to established filing procedures.

Perform other work as assigned by supervisor

#### **SPECIAL KNOWLEDGE AND ABILITIES:**

Proficient knowledge and use of computer and software programs. Ability to learn new software and equipment quickly and transfer knowledge to parallel situations.

Knowledge of business correspondence and report writing. Proficient in clerical procedures and terminology associated with office practices including filing systems, data recording methods and commonly used office equipment.

Ability to compose clear written explanations of procedure. Effectively employ principles of good business correspondence and maintain responsibility for a variety of projects without daily direction.

Ability to establish and maintain effective working relationships with co-workers, supervisors, other divisions and agencies and the general public.

Requires the ability to prioritize work schedules in an effective manner.

Maintain neat personal appearance and courteous attitude toward public and fellow employees.

#### **PHYSICAL TRAITS:**

Manual dexterity to perform keyboarding and operate standard office equipment on a frequent basis.

Ability to utilize telephone.

Ability to drive an automobile.

Visual acuity to perform record keeping and to utilize a personal computer and monitor.

Requires ability to lift and carry items weighing approximately 20 lbs.

#### **MINIMUM QUALIFICATIONS:**

Requires a high school diploma or equivalent, supplemented by approximately three years experience OR any combination of education and experience, which demonstrates competency.

Valid Washington State License.

**Chelan Douglas Health District is an Equal Opportunity Employer**